

Task Prioritization Checklist

List your tasks, one per line

Task List

Prioritization Criteria

☐ Urgency

☐ Importance

☐ Deadline

☐ Impact

☐ Effort Required

Additional notes or comments

Notes

Checklist

	Task	Priority	Due Date	Notes
<input type="checkbox"/>	<div>Task</div>	<div>Select</div>	<div>YYYY-MM-DD</div>	<div>Notes</div>
<input type="checkbox"/>	<div>Task</div>	<div>Select</div>	<div>YYYY-MM-DD</div>	<div>Notes</div>
<input type="checkbox"/>	<div>Task</div>	<div>Select</div>	<div>YYYY-MM-DD</div>	<div>Notes</div>